



## SUPREME COURT OF GEORGIA

Atlanta May 3, 2012

The Honorable Supreme Court met pursuant to adjournment.  
The following order was passed:

It is ordered that Uniform Superior Court Rules 25.3 (relating to the duty of the trial judge presented with a motion to recuse) and Rule 36.4 (relating to signatures on documents filed of record) be amended effective May 24, 2012, as follows:

### **Rule 25.3. Duty of the Trial Judge**

When a judge is presented with a motion to recuse, or disqualify, accompanied by an affidavit, the judge shall temporarily cease to act upon the merits of the matter and shall immediately determine the timeliness of the motion and the legal sufficiency of the affidavit, and make a determination, assuming any of the facts alleged in the affidavit to be true, whether recusal would be warranted. If it is found that the motion is timely, the affidavit sufficient and that recusal would be authorized if some or all of the facts set forth in the affidavit are true, another judge shall be assigned to hear the motion to recuse. The allegations of the motion shall stand denied automatically. The trial judge shall not otherwise oppose the motion. In reviewing a motion to recuse, the judge shall be guided by Canon 3 (E) of the Georgia Code of Judicial Conduct.

### **Rule 36.4. Signature on Documents Filed of Record**

All proposed judgments and orders shall bear the printed name of the responsible attorney or party who prepared the document, with the preparer's bar number, proper address, telephone number, fax number and e-mail address typed or printed underneath.

To the extent practicable, signature pages of documents filed of record including pleadings, agreements and orders shall not be set forth on a page separated from the contents of the document.

On any document filed of record, including but not limited to pleadings, agreements and orders, where a signature is set forth on a separate page from the contents of the document, the signature page must identify the parties, the case number, and the document.

SUPREME COURT OF THE STATE OF GEORGIA  
Clerk's Office, Atlanta

I hereby certify that the above is a true extract from  
the minutes of the Supreme Court of Georgia  
Witness my signature and the seal of said court hereto  
affixed the day and year last above written.

*Theresa A. Barnes* Clerk